

12 October 1992

## PRODUCTION CONTROL

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** The 67-, 85-, 86-, and 91-series of Air Force (AF) and Air National Guard (ANG) directives contain AF and ANG policy and procedural guidance for the Production Control function. This ANGMS has been developed in accordance with procedures contained in AFR 25-5 and is the result of a functional review.

3. **Applicability.** This standard applies to all Air National Guard flying units, plus the Combat Readiness Training Centers (CRTC) at Volk Field, WI; Phelps-Collins, MI; Savannah, GA; and Gulfport, MS. Excludes the four Base Operating Support (BOS) bases at Buckley, CO; Otis, MA; Rickenbacker, OH; and Selfridge, MI.

4. **Standard Data:**

a. **Classification:** Type II.

b. **Approval Date.** 10 Dec 91.

c. **Man-Hour Data Source.** Operational Audit, using Historical Record and Technical Estimate technique.

d. **Standard Man-Hour Equation.**  $Y = 100.4 + 1.100(X1) + .4870(X2)$ .

e. **Workload Factors:**

(1) **Title:**

(a) X1. An AF Form 332, Work Order Request.

(b) X2. An AF Form 1879, Job Order.

(2) **Definition:**

(a) X1. The average number of AF Forms 332, Work Order Requests, processed through Production Control monthly.

(b) X2. The average number of AF Forms 1879, Job Orders, completed in Production Control monthly.

(3) **Source of Count:**

(a) X1. Count of Work Order Requests taken from the BCE work request/work order register, AF Form 1081, does not include AF/NGB 327, Work Order.

(b) X2. Count of AF Forms 1879, taken from the BCE Job Order Log, AF Form 637.

5. **Application Instructions:** Apply this standard using the most current 12 months workload for the man-hour equation in Para 4d. Refer to the manpower table to ensure adherence to the computed extrapolation limits. Should the extrapolation limits be exceeded, see AFR 26-1, Volume 3, paragraph 1-20 for guidance.

6. **Statement of Conditions:** This work center's normal hours of operation are 40 hours per week with a variance in daily operating hours from an 8 hour/5 day week, a 10 hour/4 day week, or a 9 hour/5 day week combined with a 3 day/9 hour and a 1 day/8 hour week.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

JOHN B. CONAWAY  
Lieutenant General, USAF  
Chief, National Guard Bureau

OFFICIAL

E DARDEN BAINES  
Director  
Administrative Services

2 Attachments  
1. Work Center Description  
2. Standard Manpower Table

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**WORK CENTER DESCRIPTION****Production Control****DIRECT:****1. WORK AUTHORIZATION DOCUMENTATION:****1.1. PROCESSES BASE CIVIL ENGINEER (BCE) WORK REQUEST:**

**1.1.1. REVIEWS WORK REQUEST.** Verifies that the work is a BCE responsibility; reviews the request for completeness, adequacy of justification, and description; determines if the work or service requested is in any existing programs; determines if funds are available and coordinates with requester as required.

**1.1.2. REJECTS WORK REQUEST.** Rejects a request that is not a BCE responsibility, is improperly documented, is not adequately justified or described, or is already in an existing program. Makes appropriate entries on form letter, attaches all copies of work request to the form letter, and forwards it to the originator.

**1.1.3. ACCEPTS WORK REQUEST.** Assigns a control number from the Work Request and Order Register to the work request; determines required review office with the BCE organization, recommends method of accomplishment, establishes suspense dates for review, and annotates the Work Register accordingly. Forwards the request to the reviewing agency and follows up on suspense established.

**1.1.4. PRESENTS WORK REQUEST TO APPROPRIATE INDIVIDUAL OR ACTIVITY FOR APPROVAL OR DISAPPROVAL.** Prepares summary of staff recommendation, obtains clarification on work requirement, and presents work request for approval or disapproval.

**1.1.5. PROCESSES DISAPPROVED WORK REQUEST.** Prepares form letter, attaches all copies of the work request, and forwards to the originator. Annotates the Work Register.

**1.1.6. PROCESSES APPROVED WORK REQUEST.** Provides written notification to originator, updates Work Request Register, and forwards request to appropriate work center.

**1.2. PROCESSES BCE REAL PROPERTY MAINTENANCE REQUEST:**

**1.2.1. REVIEWS REAL PROPERTY MAINTENANCE REQUEST.** Verifies that each listed open item of work or service is BCE responsibility, that it is not in an existing program, and that it is submitted on the proper document.

**1.2.2. DISAPPROVES REAL PROPERTY MAINTENANCE REQUEST.** Disapproves each listed item of open work or service requested if in an existing program or if it is not submitted on the proper document. Annotates BCE Work Order Request, AF Form 332, with reason for disapproval and processes it back to the requester.

**1.2.3. APPROVES REAL PROPERTY MAINTENANCE REQUEST.** Obtains approval for each listed item of open work or service requested that is a BCE responsibility, that is not already in an existing program, and that is submitted on the proper document. Determines if the requested work or service is to be accomplished by job order or work order, if the requested work or service is to be accomplished by in-service or by contract, and annotates the Real Property Maintenance Request with the action taken on each listed item of approved work or service.

**1.3. PROCESSES BCE WORK ORDER (AF/NGB FORM 327):**

**1.3.1. PREPARES DRAFT BCE IN-SERVICE AF/NGB FORM 327.** Prepares draft, records on the work order register and work order folder, enters the work order control data and work description into the Base Engineer Automated Management System (BEAMS)/HOOFs, prepares the work order strip, places it on the appropriate status chart, and forwards the work order folder to appropriate work center.

**1.3.2. COMPLETES PROCESSING OF IN-SERVICE WORK ORDER.** Updates BEAMS/HOOFs file, forwards work order folder to the BCE for signature, programs the work order, forwards to logistics when necessary.

**1.3.3. COORDINATES WITH LOGISTICS.** Coordinates with CE Logistics to obtain or change status of materials for emergency, priority, or high interest work order.

**1.3.4. RELEASES AF/NGB FORM 327.** Releases in-service work order folder to appropriate CE work center after assuring that folder contains all required documentation.

**1.3.5. DETERMINES CHANGE ORDER REQUIREMENT.** Reviews BEAMS/HOOFs product reflecting current status and cost of work order being accomplished to determine when change orders are required, obtains approval, and coordinates with shop supervisor concerned.

**1.3.6. CLOSSES IN-SERVICE AF/NGB FORM 327.** Reviews completed work order folder; closes computer Work Order Master Record; and files completed work order folder. Forward work order folder to Real Property for appropriate action.

**1.4. PROCESSES CANCELLED AF/NGB FORM 327:**

**1.4.1. RETRIEVES COPY OF AF/NGB FORM 327.** Locates and obtains all the copies of BCE work order for a work order that is cancelled.

**1.4.2. DOCUMENTS CANCELLATION ACTION.** Writes cancelled on the original of the AF/NGB Form 327, annotates in the Work Order Register that the work is cancelled, updates the BEAMS/HOOFs file, annotates the reason for cancellation on the AF/NGB Form 327, notifies the requester, files the work order folder with other cancelled work orders, and ensures allocated materials are returned.

**1.5. PROCESSES JOB ORDER:**

**1.5.1. PREPARES BCE JOB ORDER RECORD.** Determines which job requirements are to be included on a job order and the accomplishment technique i.e., emergency, urgent, routine. Assigns a job order number from the Job Order Log, assigns a collection work order number to each job order, and forwards to appropriate work center.

**1.5.2. REVIEWS BCE JOB ORDER RECORD.** Verifies the estimated date of accomplishment, annotates estimated completion date on the job order, obtains the authorizing signature, assigns the required delivery date for materials, forwards to CE Logistics if materials are required, and updates the Job Order Log.

**1.5.3. RELEASES JOB ORDER RECORD.** Reviews to ensure materials required are available, releases job order to appropriate work center for job accomplishment, notifies customer of any change or delay in the job accomplishment, and updates the Job Order Log.

**1.5.4. CLOSSES JOB ORDER RECORD.** Updates the Job Order Log; determines material costs, contract costs and labor hours, and files hard copy of job order record in job order file.

**1.6. PROVIDES CUSTOMER SERVICE:**

**1.6.1. ASSISTS CUSTOMER IN WORK REQUEST PREPARATION.** Assists customer in the preparation of written request for work.

**1.6.2. PROVIDES CUSTOMER WITH WORK STATUS.** Provides customer with information relative to status of any work requested of the BCE.

**1.7. PREPARES LISTING OF DELINQUENT JOB ORDER.** Prepares weekly and monthly list of delinquent job orders.

**1.8. MAINTAINS BASE LAYOUT MAP.** Maintains the Base Layout Map in a current status.

**1.9. MAINTAINS FACILITY JACKET:**

**1.9.1. PREPARES FOLDER FOR NEW FACILITY.** Prepares a facility jacket folder for new facility, files in each folder the Disposal Plans, a copy of the BCE Work Order showing work performed against the facility, and Military Construction Project Data. Files folder by facility number.

**1.9.2. PURGES FOLDER.** Reviews folder as required to update and remove extraneous material, and removes facility jacket folder from file when the facility has been removed from the base inventory.

**1.9.3. MAINTAINS WORK REQUEST SUSPENSE FILE.** Files a work request that is waiting approval or disapproval action or that is approved but not yet assigned a job order or work order number.

**1.9.4. MAINTAINS WORK ORDER FOLDER FILE.** Files work order in appropriate file and destroys as necessary.

**1.9.5. MAINTAINS JOB ORDER FILE.** Files job order in appropriate file and destroys as necessary.

**1.9.6. MAINTAINS WARRANTY AND GUARANTEE DOCUMENT FILE.** Files copies of warranty and guarantee documents in production control, and destroys documents when warranty and guarantee has expired or has been voided.

## **2. SCHEDULING:**

### **2.1. DEVELOPS WEEKLY WORK SCHEDULE:**

**2.1.1. REVIEWS WORK DOCUMENT TO ENSURE COMPLETENESS.** Reviews work order and job order to ensure that all required documents, such as BCE work clearance request are included, and completes necessary coordination as required.

### **2.1.2. PREPARES BCE WEEKLY SCHEDULE:**

**2.1.2.1. SELECTS WORK TO BE SCHEDULED.** Reviews work requirement, selects work order and job order to be scheduled, and coordinates with base agencies such as, fire department, safety, and communications.

**2.1.2.2. CONDUCTS MEETING.** Conducts weekly scheduling meeting with appropriate personnel to determine work orders and job orders that can be accomplished within the following week.

**2.1.2.3. PERFORMS ADDITIONAL SCHEDULING COORDINATION.** Meets with shop supervisor to solve any scheduling problems that were not solved during the scheduling meeting.

**2.1.2.4. PREPARES SCHEDULE.** Prepares the weekly BCE schedule for each operations cost center and distributes to appropriate cost center.

**2.2. ENTERS LABOR ESTIMATE INTO BEAMS/HOOFES.** Enters the labor estimate for the weekly schedule report into BEAMS/HOOFES based on the Labor Utilization Code (LUC) entries on the weekly schedule.

**2.3. UPDATES BEAMS/HOOFES.** Enters work order completion date in appropriate BEAMS/HOOFES shop record and makes changes as required.

**2.4. REVIEWS COMPUTER PRODUCT.** Reviews computer product for information and action.

**2.5. MONITORS BCE WORK STOPPAGE REPORT.** Reviews Work Stoppage Report to determine reason for work stoppage and makes correction if required.

## **3. SERVICE CALL:**

**3.1. RECEIVES VERBAL REQUEST AND DETERMINES COURSE OF ACTION.** Receives verbal request from building custodian, inspector, BCE personnel, and others. Determines if the work described is the responsibility of the BCE; classifies the work as emergency, urgent, or routine and enters request on the BCE Job Order Log.

**3.2. PREPARES JOB ORDER RECORD.** Annotates Job Order Record indicating classification of work, control number, and description of work required.

**3.3. ASSIGNS JOB TO APPROPRIATE BCE COST CENTER.** Dispatches worker and notifies customer of estimated arrival time.

**3.4. ANNOTATES APPROPRIATE RECORD UPON COMPLETION OF WORK.** Enters name of craftsman, date, job completion time, and initials of the service call specialist, ensuring that the control number is closed out when work has been completed.

### **3.5. PREPARES LISTING OF EMERGENCY/URGENT WORK NOT DONE:**

**3.5.1. REVIEWS JOB ORDER LOG EACH DAY AND PREPARES A LIST OF EMERGENCY WORK NOT ACCOMPLISHED WITHIN 48 HOURS.**

**3.5.2. REVIEWS JOB ORDER LOG EACH DAY AND PREPARES A LIST OF URGENT WORK NOT ACCOMPLISHED WITHIN FIVE WORKDAYS.**

**3.6. RECORDS LABOR DATA.** Records labor data for each worker and provides worker's man-hours by Collection Work Order Number (CWON) and Labor Utilization Code (LUC) for posting on the AF Form 1734. Inputs labor figures into BEAMS/HOOFs.

**4. RECURRING MAINTENANCE PROGRAM:**

**4.1. PROCESSES MASTER RECURRING MAINTENANCE PROGRAM (RMP) SHEET.** Pre-edits and adds necessary control data that is required for all add, change, and delete transaction and inputs into BEAMS/HOOFs.

**4.2. RECEIVES AND PROCESSES RMP COMPLETION CARD.** Receives completion card, checks card against Part 1 of the RMP to ensure the schedule is marked appropriately, and delivers card to the shop. Collects completed Recurring Maintenance Completion (CWK) cards, reviews for completeness, and inputs into BEAMS/HOOFs.

**4.3. RECEIVES AND PROCESSES RECURRING MAINTENANCE SCHEDULE.** Receives and separates parts 1 and 2 and delivers to appropriate shop.

**4.4. PROVIDES TECHNICAL ASSISTANCE TO SHOP SUPERVISOR ON ALL PHASES OF THE RMP.** Provides the shop supervisor with all information needed to keep the RMP viable and updates RMP file when changes are made to the program.

**4.5. EVALUATES TOTAL RMP.** Uses BEAMS/HOOFs automated products dealing with the RMP to evaluate and correct any visible problem the shop may have and assists them when necessary. Loads RMP data into the BEAMS/HOOFs file.

**4.6. PERFORMS RMP UPDATE FROM DATA PROVIDED BY SHOP SUPERVISOR.** Receives change and annotates appropriate record.

**4.7. MAINTAINS MASTER COPY OF MAINTENANCE ACTION SHEET (MAS).** Maintains a master copy of all shop maintenance action sheets for audit purposes.

**5. WARRANTY AND GUARANTEE PROGRAM:**

**5.1. CONDUCTS WARRANTY AND GUARANTEE EVALUATION MEETING.** Conducts meeting with Base Supply and Contracting activities, when needed, to determine if warranty and guarantee provisions are practical and economical to enforce; documents the decision and sends form letter to the Contracting Officer.

**5.2. PREPARES MANUAL OR AUTOMATED WARRANTY AND GUARANTEE LIST.** Enters a description of the item, expiration date, location by facility number, and date list was last reviewed or revised.

**5.3. MAINTAINS MANUAL OR AUTOMATED LIST OF ITEMS UNDER WARRANTY AND GUARANTEE:**

**5.3.1. REVIEWS THE WARRANTY AND GUARANTEE LIST QUARTERLY.** Reviews the list for expiration date of warranty and guarantee, annotates review date on the list, removes item no longer under warranty and guarantee. Notifies appropriate personnel of any item removed and updates all copies of warranty and guarantee list.

**5.3.2. ADDS NEW ITEM TO THE WARRANTY AND GUARANTEE LIST.** Removes all warranty and guarantee documents from a completed work order folder and maintains in a suspense file; verifies item that cannot be listed in the Recurring Maintenance Program (RMP) and adds it to the list. Notifies appropriate personnel of any item added to the list and updates all copies of the warranty and guarantee list.

**6. SELF HELP PROGRAM:**

**6.1. REVIEWS SELF HELP REQUEST.** Reviews request to determine if the work is a BCE responsibility, if request is with the BCE approval authority, can work be done by the requester, is an AF Form 103 required, is the requester proposing the use of donated or CE resource, and if BCE resources are available.

**6.2. DISAPPROVES REQUEST.** Disapproves request and returns to requester with explanation.

**6.3. APPROVES REQUEST.** Makes appropriate entries on the work request, signs request, distributes request to appropriate office, gives a copy to the requester, and assures requester is provided all details regarding safety and reporting requirements.

**6.4. ARRANGES FOR FINAL INSPECTION OF PROJECT.** Notifies shop supervisor of date for final inspection of the work.

**6.5. ENTERS COST INTO BEAMS/HOOFS.** Enters cost into BEAMS/HOOFS as required.

**7. UNIT TRAINING ASSEMBLY (UTA) PREPARATION:**

**7.1. SCHEDULES JOB ORDER FOR COMPLETION BY TRADITIONAL GUARDSMEN.**

**7.2. ENSURES MATERIAL AVAILABILITY.**

**7.3 DETERMINES SPECIAL EQUIPMENT REQUIREMENTS FOR UTA.**

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Production Control/443600			100.42 - 348.28								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Production Control	555X0	CIV	1	2	3						
TOTAL			1	2	3						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											